



How to link your PACER account with CM/ECF NextGen

Introduction

Starting on November 29, 2021, each attorney will need their **own individual upgraded PACER account** in order to file documents in CM/ECF NextGen in the United States District Court for the District of Puerto Rico. This document is a step-by-step procedure on **how to link your individual upgraded PACER account to your CM/ECF NextGen user account**.

PACER Administrative Account (PAA)

For billing purposes, law firms have the ability to create a **PACER Administrative Account (PAA)** to manage and pay for all charges associated with multiple individual PACER account of their associates.

For more information on how to register a PAA account, please click the following URL link:

<https://pacer.uscourts.gov/my-account-billing/group-billing-access>

Overview

Follow the steps depicted in Figure 1 to **link your individual upgraded PACER account to your CM/ECF NextGen user account**. The following sections on this document contain detailed information on each step of this procedure.

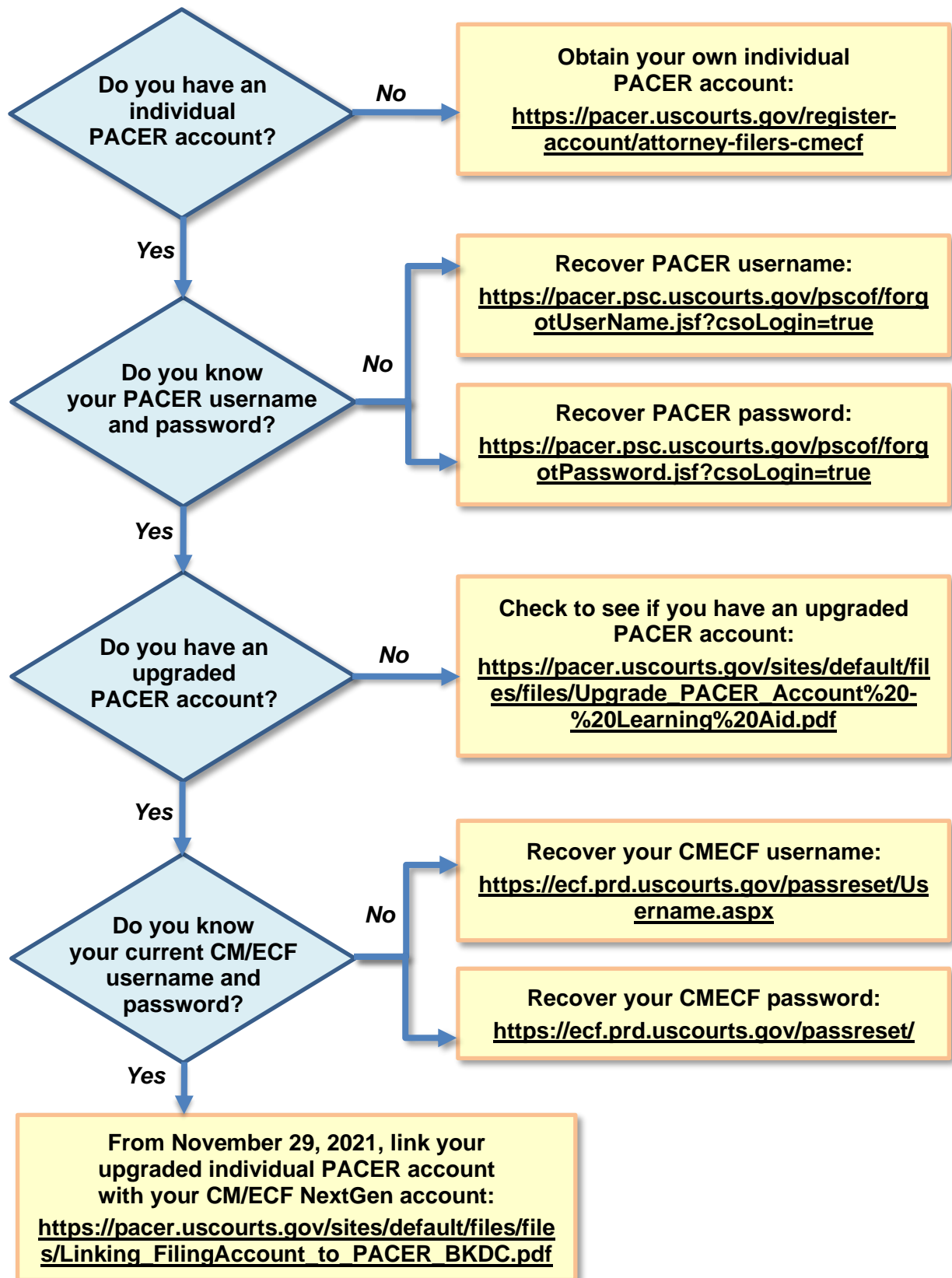


Figure 1 - How to link your individual upgraded PACER account to CM/ECF NextGen

Do you have an individual PACER account?

Response	Procedure
Yes	See next section on this document.
No	<ol style="list-style-type: none">Click on the following URL link: https://pacer.uscourts.gov/register-account/attorney-filers-cmecfClick Register for an Account.Click on the following URL link for additional information: https://pacer.uscourts.gov/register-account
I do not know	<ol style="list-style-type: none">Click on the following URL link to login to PACER: https://pacer.login.uscourts.gov/csologin/login.jsfClick Forgot username?Type your e-mail address.Click Click here for more options.Type your first name.Type your last name.Type your date of birth.Click Submit.To recover your PACER password, click on the following URL link: https://pacer.login.uscourts.gov/csologin/login.jsfClick Forgot password?Type your e-mail address.Type your PACER username.Click Submit.

Do you have an upgraded PACER account?

Response	Procedure
Yes	See next section on this document.
No I do not know	<ol style="list-style-type: none"> Click on the following URL link to login to PACER: https://pacer.login.uscourts.gov/csologin/login.jsf Type your PACER username. Type your PACER password. Click Login. Click My Account & Billing. Click Manage My Account Login. If the Account Type is Legacy PACER Account, click Upgrade. Click Person to verify and update your personal information: <ul style="list-style-type: none"> First Name Last Name Date of Birth E-mail address Select User Type Attorney Click Address to verify and update your address information: <ul style="list-style-type: none"> Address City State County Zip Code Country Primary Phone Click Security to update your username, password, and security questions: <ul style="list-style-type: none"> Type a new PACER username. Type a strong PACER password. Type the strong PACER password again to confirm. Select the first security question from the dropdown list. Type the answer to the first security question. Select the second security question from the dropdown list. Type the answer to the second security question. Click Submit. Click on the following URL link for additional information: https://pacer.uscourts.gov/sites/default/files/files/Upgrade_PACER_Account%20-%20Learning%20Aid.pdf

Do you know your current CM/ECF username and password?

Response	Procedure
Yes	See next section on this document.
No	<ol style="list-style-type: none">1. Click on the following URL link to recover your current CM/ECF username: https://ecf.prd.uscourts.gov/passreset/Username.aspx2. Type your Federal Bar Number or primary e-mail address registered in CM/ECF.3. Click Submit. NOTE: If the attorney has a current CM/ECF user account, they will receive an e-mail message with their CM/ECF username to their primary e-mail address registered in CM/ECF.4. Click on the following URL link to recover your current CM/ECF password: https://ecf.prd.uscourts.gov/passreset/5. Type your current CM/ECF username or primary e-mail address registered in CM/ECF.6. Click Submit. NOTE: If the attorney has a current CM/ECF user account, they will receive an e-mail message with a URL link to set a new CM/ECF password to their primary e-mail address registered in CM/ECF. CM/ECF Password Requirements:<ul style="list-style-type: none">• At least 8 characters long.• Include letters and numbers• Include uppercase and lowercase letters.• At least one special character: #?!/*

Had you link your individual upgraded PACER account to your CM/ECF NextGen account on or after November 29, 2021?

Starting on November 29, 2021, you can link your upgraded individual PACER account with your CM/ECF NextGen account to file documents in the U.S. District Court for the District of Puerto Rico.

Linking your PACER account to your CM/ECF NextGen account is a **one-time process**. Once you have linked these accounts, you will only need to **login to CM/ECF NextGen using your PACER username and password**. You will **no longer need your current CM/ECF username and password**.

Response	Procedure
Yes	<i>After November 29, 2021</i> , you can file documents in CM/ECF NextGen using your individual upgraded PACER username and password.
No	<ol style="list-style-type: none">After November 29, 2021, click on the following URL link to login to CM/ECF NextGen: https://ecf.prd.uscourts.govType your individual upgraded PACER account username.Type your PACER password.Click Login.Click Utilities.Click Link a CM/ECF account to my PACER account.Type your current CM/ECF username.Type your current CM/ECF password. <p>NOTE: If you do not remember your current CM/ECF username and password, see section Do you know your current CM/ECF username and password?</p> <ol style="list-style-type: none">Click Submit.Verify that the CM/ECF account and PACER account listed are accurate.Click Submit.Click on the following URL for additional information: https://pacer.uscourts.gov/sites/default/files/files/Linking_FilingAccount_to_PACER_BKDC.pdf

My PACER account is deactivated

Contact the PACER Service Center (PSC) at 1-800-676-6856, or send them an e-mail at pacер@psc.uscourts.gov to request activation of your PACER account.

After linking my PACER account to CM/ECF NextGen, my menus are still limited only to Query, Reports, Utilities, Search, and Help

Follow these steps to clear the cache history and cookies on your web browser:

1. Press simultaneously **Ctrl + Shift + Delete**:
 - Check **Cached files**.
 - Check **cookies**.
 - Click **Clear data**.
2. **Close all web browser** instances.
 - **Open a new web browser** to login to CM/ECF NextGen.

How do I unlink my PACER account from a CM/ECF NextGen account?

The following court staff can unlink PACER accounts in CM/ECF NextGen:

Court Staff	Extension
Kim Kalife	3085
José Aponte	3079
Diana Villavicencio	3024
Julio Dávila	3087

How do I update my personal information in CM/ECF NextGen?

All requests to **update your personal information** must be submitted in PACER:

- **Law firm**
- **Address**
- **Telephone**
- **Primary e-mail address**

Any **changes** made in PACER are automatically **forwarded to our court**.

Follow these steps to update your personal information in PACER:

1. Click on the following URL link to **login to PACER**:

<https://pacer.login.uscourts.gov/csologin/login.jsf>

2. Type your **PACER username**.
3. Type your **PACER password**.
4. Click **Login**.
5. Click **My Account & Billing**.
6. Click **Manage My Account Login**.
7. Click **Maintenance**.
8. Click **Personal Information** to change your *primary e-mail address*.
9. Click **Update Address Information** to change your *address* and *telephone* information.
10. Click **Submit**.

NOTE: The **changes** are **automatically forwarded to our court**.

11. For **additional information**, click on the following URL link:

<https://pacer.uscourts.gov/sites/default/files/files/Maintenance%20Tab%20-%20Learning%20Aid.pdf>

How do I update secondary e-mail addresses in CM/ECF NextGen?

Follow these steps to **update your secondary e-mail addresses** in CM/ECF NextGen:

1. Login to **CM/ECF NextGen**:

<http://ecf.prd.uscourts.gov>

2. Type your **PACER username**.
3. Type your **PACER password**.
4. Click **Login**.
5. Click **Utilities**.
6. Click **Maintain Your Account**.
7. Click **Email information...**
8. In the *secondary e-mail addresses* section, click **add new e-mail address**.
9. Type the *secondary e-mail address*.
10. Click **Return to Person Information Screen**.
11. Click **Submit**.
12. Click **Submit**.